



Personal Service Contract Review Board  
**IFB CONTRACT CHECKLIST**

Agency:		Vendor:			
Contract #:		Contract Action: ___New, ___Renewal, ___Modification, ___Termination	Contract Type: ___Firm Fixed Price, ___Fixed Price w/ Price Adjustment, ___Definite Quantity, ___Indefinite Quantity, ___Requirements Contracts, ___ Other		
Effective Date:		Contract Term:			
<b>A.</b>	<b>COMPLETE PACKAGE</b>				
	All documents submitted in both MAGIC/SPAHRs and E-System	Yes	No	N/A	
	Notice of Publication 3-202.06.2	Yes	No	N/A	
	Procurement Documents	Yes	No	N/A	
	Original Contract and all Amendments/Modifications	Yes	No	N/A	
	Winning Bid/Proposal and All Price Submissions	Yes	No	N/A	
	All Bidder/Vendor Notifications/Correspondence	Yes	No	N/A	
	All Pre-Bid/Pre-Proposal Conference Documents	Yes	No	N/A	
	Protest Documents 7-113	Yes	No	N/A	
	Unexecuted Contract (Emergency - Executed)	Yes	No	N/A	
	Applicable Insurance Certificates	Yes	No	N/A	
	Bond letter for Utilization of State property by Contractor 7-115	Yes	No	N/A	
<b>B.</b>	<b>PRE-SUBMISSION PROCEDURES</b>				
	Information consistent throughout contract and procurement	Yes	No		
	Compliant with 7-114 (Post-Award Debriefing)	Yes	No		
	Compliant with 7-108 (Regulatory Bd. Approval)	Yes	No	N/A	
	Vendor registered with Secretary of State to do business in the State of MS	Yes	No		
	Procuring agency's legal staff has reviewed	Yes	No		
<b>C.</b>	<b>IFB PROCUREMENT 3-202</b>				
	Content compliant with 3-202.03.2				
	1) Instructions and information to bidders concerning the bid submission requirements, including: time and date set for receipt of bids, the address of the office to which bids are to be delivered, the maximum time for bid acceptance by the State, and any other special information.	Yes	No		
	2) The purchase description, evaluation factors, delivery or performance schedule, and such inspection and acceptance requirements not included in the purchase description.	Yes	No		
	3) The contract terms and conditions, including warranty and bonding or other security requirements	Yes	No		
	Acknowledgment of Amendments (includes Question/Answer Documents) 3-202.03.4 and 3-202.19.2	Yes	No		
	Bid Form compliant with 3-202.05.1	Yes	No		
	4) The IFB shall provide a form to be signed by the bidder and which shall include a space for insertion of the bid price.				
	Publication compliant with 3-202.06.2	Yes	No		
	Content of Advertisement compliant with 3-202.06.3	Yes	No		
	Advertised in accordance with 3-202.06.4	Yes	No		
	Amendments conducted in accordance with 3-202.08	Yes	No		
<b>D.</b>	<b>MULTI-TERM CONTRACT PROCUREMENT</b>				



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	Compliant with 3-502.03.1 and includes minimum requirements if Multi-Term			
	1) The amount of services required for the proposed contract period	Yes	No	N/A
	2) That a unit price shall be given for each service, and that such unit prices shall be the same throughout the contract	Yes	No	N/A
	3) That the multi-term contract will be canceled if funds are not appropriated or otherwise made available to support the continuation of performance in any fiscal period succeeding the first; however, this does not affect either the State's right or the contractor's rights under any termination clause in the contract	Yes	No	N/A
	4) That the Procurement Officer must notify the contractor on a timely basis that the funds are or are not available for the continuation of the contract for each succeeding fiscal period; and,	Yes	No	N/A
	5) That a multi-term contract may be awarded and how award will be determined.	Yes	No	N/A
<b>E.</b>	<b>INSURANCE</b>	Yes	No	
	Type of Insurance Required:	<input type="checkbox"/> Liability <input type="checkbox"/> Workers' Comp <input type="checkbox"/> Professional Liability		
	Insurance required in Procurement and Contract	Yes	No	N/A
	Certificate is Current and Reflects Required Coverage	Yes	No	N/A
	State/Agency named as Additional Insured	Yes	No	N/A
<b>F.</b>	<b>CONTRACT</b>			
	Requested spending authority is supported by rates included in contract	Yes	No	
	Compliant with 3-102.07 and includes minimum requirements			
	1) What services is to be performed,	Yes	No	N/A
	2) When the service(s) is to be performed,			
	3) How frequently the service is to be performed,			
	4) Where the service is to be performed,			
	5) How much the service will cost; and			
	6) Why the service is necessary.			
<b>G.</b>	<b>REQUIRED CLAUSES IN CONTRACT (Appendix C)</b>			
	Applicable Law	Yes	No	
	Availability of Funds (multi-term)	Yes	No	
	Representation Regarding Contingent Fees	Yes	No	
	Representation Regarding Gratuities	Yes	No	
	Procurement Regulations	Yes	No	
	Trade Secrets, Commercial and Financial Information	Yes	No	
	Compliance with Laws	Yes	No	
	Stop Work Order	Yes	No	
	E-Payment	Yes	No	



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	E-Verification	Yes	No
	Transparency	Yes	No
	Paymode (except contract workers paid in SPAHRS or exempt Contractors)	Yes	No
	Termination for Convenience	Yes	No
	Termination for Default	Yes	No
	Termination Upon Bankruptcy	Yes	No
<b>H.</b>	<b>ADDITIONAL REQUIRED CLAUSES IN PROCUREMENT</b>		
	Acknowledgment of Amendments 3-202.03.4	Yes	No
	Certification of Independent Price Determination	Yes	No
	Prospective Contractor's Representation Regarding Contingent Fees	Yes	No
<b>I.</b>	<b>OPTIONAL CLAUSES (Appendix D) (Please list them below)</b>	Yes	No
	<div>1.</div> <div>2.</div> <div>3.</div> <div>4.</div> <div>5.</div>	<div>6.</div> <div>7.</div> <div>8.</div> <div>9.</div> <div>10.</div>	